

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 31-204
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
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Security

**AIR FORCE MOTOR VEHICLE TRAFFIC
SUPERVISION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 31-204, 14 July 2000, is supplemented as follows:

This publication does not apply to the Air National Guard and Air Force Reserve Command units. It requires the collection and maintenance of information protected by the Privacy Act of 1974. The authority to collect and maintain the records prescribed in this publication is Title 44, United States Code (U.S.C.) 3101, *Records Management by Agency Heads, General Duties*; Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*, November 22, 1943; and Title 10, U.S.C. 8013, *Secretary of the Air Force*. System of records notice F011 AF A, *Locator, Registration, and Postal Directory Files*, applies. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This revision adds guidance on referring traffic violation reports to the US Federal Magistrate (paragraph **4.9.2.2**). A bar (|) indicates revision from the previous edition.

- 1.3. If this authority is delegated, publish this information in the local supplement to this publication.
- 2.5.2.2. The Chief of Security Forces (CSF) will incorporate these plans and procedures in the local supplement to this publication.
- 3.1.1. Bicycles with fractional horsepower; that is, less than one horsepower motors, do not have to be registered.
- 3.1.5. Incorporate policy and procedures governing the issue and control of visitor passes in the local supplement to this publication.
- 3.1.5.1.4. If AF Form 75, **Visitor/Vehicle Pass**, is retrieved upon completion of visits, identify the procedures in the local supplement to this publication.

3.1.6. Other vehicle registration systems of nonmilitary and non-DoD tenant activities located on AETC installations must comply with the requirements of the host/tenant agreement.

3.2. Use AF Form 75 to temporarily register motorcycles on base until the Motorcycle Safety Foundation (MSF) course is successfully completed. Military, Department of Air Force (DAF), and nonappropriated Air Force (NAF) civilian personnel must complete the required motorcycle training within 30 days, as weather and course schedules permit. Temporary registration will not normally exceed 30 days from the date the registrant applies for registration. Issue permanent motorcycle registration only when all state licensing laws have been met, registrant has a completed AF Form 483, **Certificate of Competency**, and insurance requirements are met.

3.3. Identify the registration official procedures in the local supplement to this publication.

4.2.3.1. Operators must have an AF Form 483 or MSF completion certificate. An MSF completion certificate will be provided after the operator completes the following motorcycle training required by AFI 91-207, *The US Air Force Traffic Safety Program*: the motorcycle riding course, riding street skills course IV A, or experienced rider course IV B. Unqualified persons are prohibited from operating motorcycles on base. All persons must have a valid AF Form 483 or MSF course completion card immediately available when operating a motorcycle on base except when operating officially classified dirt bikes off the street or roadway. **NOTE:** Motorcycles will not be loaned to unqualified military or civilian personnel. The owner is responsible for ensuring operators possess an AF Form 483 or MSF course completion card.

4.2.3.2.1. With the approval of the installation commander, safety personnel may stop vehicles to conduct seatbelt surveys.

4.2.6. The term "off-road vehicle" refers to any self-propelled vehicle that is not required to meet state licensing requirements.

4.6.1. Publish these notification procedures in the local supplement to this publication.

4.6.3.6. If this authority is delegated, publish this information in the local supplement to this publication.

4.8.5. (Added) Installation commanders will specify service agencies responsible for maintaining recreational vehicle parking areas and resale lots. Use AETC Form 680, **Assignment of Parking Space for Mobile Homes, Trailers, Boats, and Campers**, to make specific parking assignments.

4.9.2.2. Installations should establish administrative procedures for dealing with dependents and civilians (such as DAF employees, contractors, etc.) when the US Federal Magistrate is either not available or lacks jurisdiction to hear the matter. For example, the installation commander can restrict or withdraw driving privileges as attention-getters, when necessary, before resorting to contacting the magistrate.

4.10.4. Provide the intervals of refresher training determined by the CSF and staff judge advocate in the local supplement to this publication.

4.14.3. Provide the type of chemical tests prescribed in the local supplement to this publication.

4.18.3.2. Security Forces Administration (SFA) will send a copy of the person's suspension or revocation memorandum to vehicle operations.

Table 5.1.

Assessment 5. (Added) Suspension for a period of not less than 30 days but not greater than 6 months is mandatory.

Violation:

1. Second noncompliance with restraint or safety device requirements.
2. Second noncompliance with motorcycle driving privilege requirements (paragraph 4.2.3.1.).

5.4.7. Suspension of driving privileges for a period of less than 6 months does not constitute authority to remove accumulated traffic points from the Security Forces Management Information System (SFMIS).

5.5.1. Personnel who transferred from other Air Force installations whose driving privileges were suspended or revoked will be notified in writing that they will remain under suspension or revocation for at least the original specified period. Revocation or suspension should also continue for the specified period for personnel in a temporary duty (TDY) status to another installation. Individuals who have had limited driving privileges granted by the installation commander must have a copy of the granting memorandum immediately available when operating a motor vehicle on base.

6.7.11. (Added) AETC Form 680, **Assignment of Parking Space for Mobile Homes, Trailers, Boats, and Campers.**

6.8. (Added) Forms Adopted. AF Forms 75 and 483.

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